



Good Hope Equestrian Training Center
Instructions for Order Placement

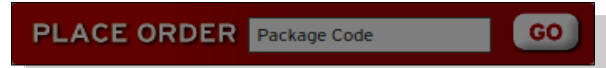
Welcome to CertifiedBackground!

CertifiedBackground allows applicants to electronically place their background check order using a secure website. All information that is collected during order placement is kept secure, tamper-proof and confidential.

The specific searches and services performed as part of your order are set to the specifications of your organization. Your results will be available on the CertifiedBackground website for both you and the organization to review.

To place your order, go to:

<http://www.certifiedbackground.com/>



In the “**Place Order**” bar, enter the following package code specific to your organization:

GD78basic – Nationwide Sex Offender Package ONLY

GD78standard – National Record Indicator w/ Sex Offender Package ONLY

GD78ex – National Record Indicator w/ Sex Offender (Maiden/Alias) ONLY

During order placement, you will be asked for personal information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

After placing your order, you will receive a confirmation email that will contain the **password** needed to access your results and respond to any missing information required to process your order.



Although 95% of background check results are completed within 3-5 business days, some results may take longer.

To view your order status any time, return to <http://www.certifiedbackground.com/> and enter your password in the “**Badge Access**” field.

If you have any additional questions, please contact the CertifiedBackground Customer Experience team, available Monday-Friday 8am-8pm
888-723-4263 or customerservice@castlebranch.com